Minor Residential Internal Alterations Application Check Sheet

If you are applying for building consent, please complete this check sheet so we can process your application.

We recommend getting help from an experienced professional, such as your architect or designer. Incomplete applications will be rejected.

Submit your application online via online services - you need to register first (if not already registered to use our online service).

If you need help submitting your application, guidance can be found on our website: www.dunedin.govt.nz/making-an-application-for-building-consent.

Here are a few tips to get you started:

- Make sure your documentation is of a professional standard. More information is available via the "Guide to applying for a building consent" here: www.building.govt.nz
- Specifications and drawings must be:
  - Specific to the project you are seeking consent for.
  - On a minimum A3 sized sheet of plain white paper (not graph paper) with a minimum font size of 10, and for CAD 2.5.
  - In black ink or dark colours and measurements in the metric system.
  - Original copies only (please don't submit previously approved stamped plans).
  - Submitted in PDF format with no lock or password protection or zipped.
  - Numbered on each page with the title, name of your designer, address of the property and date. Please ensure there is a space at the top right corner of the documents for our approval stamps.
- If you are using an alternative solution to comply with the Building Code, please complete the alternative solution form found here: www.dunedin.govt.nz/building-services-forms
- If your planned project includes plumbing and drainage work, please also include details (pipe sizes, types, and standards) as part of your application.
- If you choose to use the self-certification plumbers and drainlayers scheme, a description of the self-certifying work and the intent to use an endorsed plumber or drainlayer must be included in the building consent application.
- If you're planning to connect to a DCC water main, you will need to make an application to do so. You can find more information here: www.dunedin.govt.nz/services/water-supply
- Where producer statement designs (PS1/PS2) are supplied as part of an application, these need to be current and clearly identify the location and scope of work proposed. They must also come from a recognised author of producer statements. Further information is available here: www.dunedin.govt.nz/before-you-build
- If your application contains BuiltReady modular components, please provide the manufacturer's certificate and relevant drawings, plans and specifications.

  Information about BuiltReady modular components is available here www.building.govt.nz
- If you have nominated alternative plans or specifications as part of your building consent application, clearly list the possible product substitutions for pre-approval at the end of this check sheet.
- **Starting work** - Once building consent is issued, construction must begin within 12 months (or within any extended period we have approved). If the consent lapses, a new consent will be necessary to proceed with the work. Please note that processing fees are non-refundable for lapsed consents.

Need help? Please contact us - phone: 03 477 4000 – email: building@dcc.govt.nz

All relevant sections of this check sheet must be completed

Location of building work:		
APPLICATION REQUIREMENTS		
Record of title and any listed consent notices (copy date of title less than 6 months old at time of application).		☐
AMENDMENTS		
N/A if section is not applicable		☐
Has the original consent been issued? (Note: A building consent that has not been issued cannot be amended).		Yes ☐
Description of building work accurately summarise the changes/scope of amended building works?		Yes ☐
Plans clouded to show changes?		Yes ☐
Applicant to complete sections – indicating whether not applicable (N/A)	**Document reference or page number of detail**	**N/A**
EXEMPT BUILDING WORK (NZ Building Act 2004 – Schedule 1)		
N/A if section is not applicable		☐
Is exempt building work also part of this building project? Select one of the following options:		
The exempt work is done prior or post to the completion of the building consent and it is unlikely to cause confusion for Council consent processors or site inspectors.		☐
Exempt building work is being done as part of the project, in conjunction with the building consent work. An outline of the exempt work can be shown if clearly labelled as exempt. Construction detailing such as cross sections showing joist sizes **must not be included**. No inspections will be completed and the responsibility of ensuring the work compiles with the NZ Building Code remains with the building owner.		☐
Exempt work is documented and to be included as part of the building consent application. The design of the exempt work is documented as part of the building consent application, relevant information is included in the application and inspections if required will be carried out. e.g., the installation of ceiling batts, the removal of non-load bearing walls.		☐
SELF-CERTIFICATION – PLUMBING AND DRAINLAYING		
Using the self-certification plumbers and drainlayers scheme (intend to use an endorsed plumber/drainlayer).		☐
Clearly describe the self-certifying work:		
GENERAL DESIGN DETAILS		
Restricted building work (RBW) is work which is critical to the integrity primary structure, weathertightness or fire rating of residential dwellings and some apartment buildings. www.dunedin.govt.nz/before-you-build		
Provide details of all the Licensed Building Practitioners who will be carrying out or supervising the design and building of the RBW.		☐
Provide certificate of design work (memorandum) covering all restricted design work.		☐
Information to be included on the FLOOR PLAN(s) – Scale 1:100 or 1:50		
Provide a complete fully dimensioned full floor plan. Include sufficient dimensions to enable loaded dimension to be calculated of studs, lintels, beams, rafters, trusses. Specify the scale.		☐
Provide an existing and proposed layout for all building alterations.		☐
Nominate each and every room use for all levels of the building.		☐
Detail window and door positions.		☐
Locate existing sanitary fixtures and fittings.		☐
Detail the location of solid fuel heating appliances and any fuel oil storage.		☐
Locate the hot water cylinder/or detail the location of gas water heater.		☐

Applicant to complete sections – indicating whether not applicable (N/A)	Document reference or page number of detail	N/A
Detail lintels sizes/wall framing sizes (may be part of truss design certificate).		☐
Cross reference the cross sections with details references and/or gridlines.		☐
Detail the relevant floor coverings/impervious surfaces (D1 and/or E3).		☐
Show all new bracing elements		☐
Show location of smoke alarms (section 112)		☐
Nominate and detail the compliance with B1/B2 for WALL AND ROOF FRAMING ***N/A if section is not applicable***		☐
Ensure the consent documents nominate the specific compliance methods for all construction aspects. Examples: • Pitch Roof – B1/AS1 (NZS3604:2011) • Portal Frame System – B1/VM1 (Specific Design by Structural Engineer) • Internal Beams – B1/VM1 DesignIT • Macrocapa Roof Framing – B2 Alternative Solution (ensure *Alternative Solution Form* is completed – refer to page 1 to access this form)		☐
Detail the wall framing; sizes, grade, centres, treatment, and height of all studs, including raked studs.		☐
Specify and detail the fixings of bottom and top plates.		☐
Specify the lintels and the lintel fixings for uplift if required.		☐
Provide manufacturers information for any new wall bracing elements.		☐
Nominate and detail the compliance with C/AS1 ***N/A if section is not applicable***		☐
C/AS1 ☐ Indicate solid fuel heating source(s): Gas ☐, Solid Fuel ☐, Liquid Fuel ☐, Other ☐		☐
Specify the make and model of the solid fuel burner. Complete and attach the solid fuel check sheet located on the DCC website: www.dunedin.govt.nz/building-services-forms		☐
Nominate and detail the compliance with F7 for WARNING SYSTEMS ***N/A if section is not applicable***		☐
NZS4514:2021 - Interconnected smoke alarms for houses When applying for building consent to alter an existing building s112 of the Building Act 2004, requires that the building is also assessed for *'means of escape from fire'.* For guidance refer to New Zealand Legislation Demonstrate smoke alarm compliance by installing an interconnected Type 1 system per NZS4514:2021, with locations marked on the floor plan.		
Interconnected smoke alarms as per above, are shown on floor plan and comply with F7 (F7/AS1) throughout the building.		☐
Nominate and detail the compliance with G4 for VENTILATION ***N/A if section is not applicable***		☐
Nominate and detail compliance with G4. G4/AS1 ☐ G4/VM1 ☐ or an Alternative Solution ☐		☐
Detail the ventilation of all spaces – opening windows, mechanical ventilation.		☐

Applicant to complete sections – indicating whether not applicable (N/A)	Document reference or page number of detail	N/A
Nominate and detail the compliance with G12 for POTABLE WATER SUPPLY		
N/A if section is not applicable		☐
Using the self-certification plumbers and drainlayers scheme.		☐
G12/AS1 ☐ G12/AS2 ☐ G12/VM1 ☐ or an Alternative Solution ☐ (ensure *Alternative Solution Form* is completed – refer to page 1 to access this form).		☐
Detail backflow prevention (if required).		☐
Specify and detail the interior plumbing – pipe material, sizes, insulation.		☐
Hot Water System (type, size, location, valving and venting)		
Using the self-certification plumbers and drainlayers scheme.		☐
Specify the hot water system (instant gas, electric).		☐
Specify and provide a valve train for all hot water cylinders. Ensure the location of the tempering valve is noted. Ensure the seismic restraint for cylinder is specified.		☐
Detail and specify the solar hot water system if applicable.		☐
Specify and detail any wet backs or boilers.		☐
Other		☐
Nominate and detail the compliance with G13 for SANITARY PLUMBING		
N/A if section is not applicable		☐
Using the self-certification plumbers and drainlayers scheme.		☐
G13/AS1 ☐ G13/AS2 ☐ G13/AS3 AS NZS3500.2 ☐ or an Alternative Solution ☐ (ensure *Alternative Solution Form* is completed – refer to page 1 to access this form).		☐
Specify all fixtures and fittings.		☐
Detail waste pipe sizes, gradient and location.		☐
Detail and specify water vents – type, size and location if required.		☐
Specify and detail all wet area showers. Ensure any manufacturers' installation instructions are included.		☐
Alternative plans and specifications		
If the applicant wants to obtain pre-approval for possible product substitutions, list the alternatives or attach a list:		

ADDITIONAL INFORMATION OR COMMENTS RELEVANT TO THIS APPLICATION: